Minutes of the Provisional Staff Advisory Committee to the President
Wednesday, November 9, 2011
Alumni Center, School of Education, Health and Human Performance

Attending: Tom Casey (ex officio), Herbert Frasier, Stan Gray, Silvia Youssef Hanna, Enid Idelsohn, John Inman, Aron Kuch, Cheryl McClary (ex officio), Anne McNeal, Marlene Navor, Robert Reese, Jake Stoudenmire, Marcia White, Marlene Williams

Not attending: J. J. Corbett, Brian McGee (ex officio), Sheila Vanek

Photo
A group photo was taken to appear in Portico, an employee publication.

Call to Order
Marcia White called the meeting to order at 9:10 a.m.

Minutes of Last Meeting
The minutes of the October 26, 2011 meeting were distributed. Stan Gray will correct some typographical errors in Appendix A. There being no other corrections, the minutes were unanimously approved.

Old Business

Staff by Divisions

Enid Idelsohn has posted a summary of the Confidential Pay Band Analysis on the SAC Sharepoint site. There are 708 classified and 86 unclassified permanent, full-time, non-instructional employees at the College of Charleston. The summary lists the College’s six divisions: Business Affairs, External Relations, Institutional Advancement, the President’s Office, the Provost’s Office, and Student Affairs. Each division has a breakdown of employees by department. This summary will help us determine the makeup of the committee membership going forward.

The committee requested a similar summary of temporary positions, or at least the number of full-time temporary positions and the length of time the employees in those positions have been employed. Tom Casey will find out whether Human Resources has that information. If not, Enid will request a report from Institutional Research.

Tom Casey pointed out that by design, the committee’s focus is full-time, permanent employees, and that the number of temporary employees and the hours they work varies week to week.

Marcia White and Aron Kuch requested that we go ahead and get a snapshot of temporary employees.
Listserv and Generic Email Address

Anne McNeal announced that a mailbox has been set up for the committee: sac@cofc.edu and that the committee will use the listserv staff@cofc.edu to communicate with the employees.

Marcia White has asked President Benson to send an email to Administrative Information, which reaches everyone on campus, notifying staff that the committee will use staff@cofc.edu to communicate with them. Brian McGee indicated that the email should go out this week. Marcia will then send an email to that listserv alerting staff to communicate with the committee via the suggestion form on the SAC website which will be submitted to sac@cofc.edu. Anne McNeal, Marcia White and Robert Reese will monitor the inbox for now with future responsibility addressed in the bylaws.

Suggestion Form Update

Marcia White distributed copies of the Staff Suggestion Form (Appendix A) which has been posted on the Staff Advisory Committee website and asked everyone to review it. She pointed out that it cannot be submitted anonymously because the person completing the form will be identified by their email address.

Professional Development Survey

Silvia Youssef Hanna distributed copies of the results of a staff survey regarding professional development which was conducted by Linda McClanahan of Human Resources in 2005 (Appendix B). Of the 34% who completed the survey, 80% agreed or strongly agreed that they had adequate opportunity for professional development.

Stan Gray said that another survey would be helpful, especially distinguishing between on-campus and off-campus professional development. Karin Roof consulted with the faculty on a survey they conducted and could help with the design of a staff survey.

Anne McNeal recommended that we wait to design a survey until we have more input from constituents about their concerns.

The Provisional Staff Advisory Committee will recommend to the permanent committee that it appoint an ad hoc committee to design and administer the survey.

Constituent Concerns

Marcia White received an email from an employee with two concerns:

1. A recommendation to revive the events, classified and discussion listservs. They were helpful and created a sense of community. The new format is not user friendly and no one uses it.
2. Find a way to compensate people for unused sick and annual leave instead of forfeiting it. Acknowledge people who are dedicated and hard-working and do not use all their leave.

Tom Casey pointed out that leave policies are state legislated. People with excess leave can donate it to a pool which is used extensively by people who have no leave but need to be absent.
Anne McNeal said that we need to determine how to post answers to questions and concerns. Stan Gray suggested that the Communication Committee of the permanent Staff Advisory Committee can address that.

New Business

Committee Reports

Task Force on Membership

Aron Kuch has not had time to convene the Membership Committee, but will do so before the next SAC meeting.

Task Force on Committees

Stan Gray has reviewed bylaws at other schools and drafted language which was sent to his committee members. He is also looking for a time for them to meet.

John Inman suggested that the committee discuss procedures for selecting committee members in the remaining meeting time. There followed an in-depth discussion about several questions regarding election of committee members:

1. The president has requested that the committee always have representation from each division which accounts for five of the fourteen members. Should those representatives be elected by their respective divisions or by campus wide vote? If by campus wide vote, should there be nominees specifically for each division, or should they be selected based on total overall votes?
2. What should the length of service be, and should the terms be staggered?
3. Tom Casey suggested that the first election should choose ten members who would elect a chair. The chair would then appoint four of the existing committee members to create some continuity. Enid Idelsohn added that we should poll the current members to determine who would be willing to continue serving. Anne McNeal said the appointees could serve only a one-year term.
4. Marlene Navor said we should address replacing committee members who resign from the committee or leave the College. Stan Gray agreed that there should be a resignation clause in the bylaws to give members an “out.”
5. John Inman pointed out that we should allow for changes in employee characteristics in the future.
6. Silvia Yousef Hanna emphasized that we should keep the process simple.
7. Tom Casey suggested that we have four appointees from the current committee, five new members elected for a one-year term, and five elected for a two-year term.

Aron Kuch said that we may or may not have electronic voting ready for the first election, but that he can set up a “survey” from which employees can vote.

Anne McNeal suggested we have a “polling place” in a computer lab for a full day so that employees who do not have regular access to computers can stop by to cast their votes with assistance from a volunteer.
Next Meeting

The committee will meet next at 9:00 a.m. Wednesday, December 7, 2011 in the Alumni Center of the School of Education, Health and Human Performance.

The meeting was adjourned at 10:30 a.m.

Respectfully submitted,

Anne McNeal
Secretary
Suggestion Form

It is important for the staff of the College of Charleston to share in the governance of the institution. The Staff Advisory Committee (SAC) was created to give the staff a voice in matters that are important and relevant to them.

Please use this form to:

- submit ideas.
- make suggestions or recommendations.
- express a concern. (Please suggest a solution whenever you can.)
- bring a matter of importance to the attention of the President and the Executive Team.

Including your name and contact information is optional. You may choose to remain anonymous. However, please remember that SAC will not be able to respond to you regarding your submission without your contact information.

*Note: SAC is not a grievance committee. If you wish to file a grievance, please contact the Office of Human Resources.*

**CONTACT INFORMATION**

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- I prefer to remain anonymous.

**Please enter your suggestion, idea or concern:**

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I am pleased to share an overview of results and action points from the spring 2005 Professional Development Survey:

**Definition of Professional Development** (for purposes of this survey):
Obtaining specific skills and knowledge that enable you to perform job responsibilities at a higher level of performance.

**Overview of Survey:**
- **Reason for Survey** - Inquiries regarding availability, consistency, and effectiveness of Professional Development Opportunities for staff at the College of Charleston
- **Survey Format** - On-line form with 78 questions
- **Participants** - 172 (34%) of possible recipients completed the survey

**Results:**
- **Attended Professional Development in last 2 years** - 95% (included HR workshops, outside seminars, library, staff training, etc.)

**Importance of Professional Development for:**
- Increasing level of contribution to College - 74% very important
- Job satisfaction - 70% very important

**Support of Supervisors and College for Professional Development**
- Supervisor supportive of time - 86% very or somewhat supportive
- Supervisor supportive financially - 78% very or somewhat supportive
- College supportive of time - 79% very or somewhat supportive
- College supportive financially - 68% very or somewhat supportive

**Opportunity for Professional Development**
- Adequate Opportunity - 80% agree or strongly agree

**Highest Needs** (over 50% somewhat or very interested in offerings)
- Intermediate Computer Skills
- Interpersonal Skills
  - Dealing with Difficult People
  - Dealing with Change
- Team Building
- Problem Solving Methods
- Management
- Leadership
- General
  - Time Management
  - Work Satisfaction
  - Stress Management

**Almost every category indicated over 40% somewhat or very interested**